



**Gateway to Work: Shea Farm Case Management Services**  
**RFP-2017-DFA-01-GATE**

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**OFFICIAL RESPONSES TO VENDOR QUESTIONS**  
**RFP-2017-DFA-01-GATE**

<b>No.</b>	<b>Question</b>	<b>Answer</b>
1	Section 1 Given the aggressive time frame, what date would the contracts be expected to be approved by G&C?	It is the intention of the Department for the contracts to be on the docket for approval during the June 29th G&C session.
2	Section 1, 1.2 Contract Period: a. What is the duration of the contract? b. If the start date is later than July 1, 2016 will the Completion Date be extended past June 30, 2018?	a) The duration of this contract is for 2 years. However, these contracts will be based upon the continued availability of funding. b) It is the intention of the Department to remain with the completion date of June 30, 2018 dependent upon continued availability of funding.
3	Section 2.1 a. What is the Standardized Assessment? b. How is it used? c. Will a copy of the Standardized Assessment be provided to the vendor? d. Once the referral is made, how will NHES be involved in the case?	a) The standardized assessment has been developed by DHHS and is entitled "Gateway to Work Job Readiness Screening". This is an online, self-administered tool that has been based on a screening tool developed by ACF for use with TANF clients. This screening looks at multiple areas such as job readiness, mental health, substance use, child care, and other barriers to employment. This assessment tool will be used in conjunction with the NH Works Job Matching System (JMS) online self-assessment program. b) It will be used as a front door screening at NHES to identify employment, education, training, and other employment related needs as well as possible barriers to self-sufficiency and/or employment. Clients will be assessed as "high need" or "job ready". "Job ready" individuals will be retained by NHES, and "high need" individuals will be referred for case management by providers under this contract. The exception is that an individual who is referred for Gateway to Work by a provider who already case manages that individual, and is under contract for this RFP, that



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		<p>individual shall be referred back to that provider regardless whether assessed as job ready, unless the individual requests to change providers.</p> <p>c) The contractor will be welcome to review this assessment tool. NHES will complete the scoring of these screening tools and a scoring sheet will be provided to the contractor in order to support the career pathway plan provided by NHES with specialty needs considered.</p> <p>d) NHES can provide supportive employment services as needed.</p>			
4.	<p>Section 3</p> <p>a. How many vendors will be receiving contracts?</p> <p>b. Will the vendor be expected to serve the entire state?</p>	<p>a) At this time this is undecided; it is based off submissions of RFP responses and whether scoring of these meet standards.</p> <p>b) It is not expected that vendors serve the entire state but keep in mind the needed responses to Q5 and Q6 of the RFP.</p>			
5.	<p>Section 3</p> <p>What is the estimated amount of resident who are eligible by County?</p>	<p>While we do not have an estimation of the individuals who will be eligible by county, we can provide data on the number of food stamp adults (under 130% FPL) and NHHPP adults (under 138% FPL), who may be potentially eligible for Gateway to Work. These numbers may be duplicative—that is, some individuals may be on both NHHPP and food stamps. We also would note that each county will have an additional, but undeterminable, number of individuals above 138% FPL but under 200% FPL, who may be eligible for Gateway to Work, yet over-income for food stamps or NHHPP. We would remind also that for Gateway to Work recruitment purposes, each contracted case management provider may enroll clients into Gateway to Work by referring them to NHES for the eligibility determination; then regardless whether the individual assesses as job ready, NHES will refer that individual back to the originating case manager, unless the client opts out or the originating case manager elects to refer the client elsewhere.</p> <table> <tr> <td>County</td> <td>Food Stamp Adults</td> <td>NHHPP Adults (not including Medically Frail)</td> </tr> </table>	County	Food Stamp Adults	NHHPP Adults (not including Medically Frail)
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6	Section 3 Multiple items are requested in this Section. Should the responses be submitted as an attachment or included in the narrative response?	Responses should be included in the narrative																														
7	Section 3 Is there a page limit for the technical proposal or budget narrative?	No																														
8	Section 3 a. Is this a fee for service contract? b. What is the expectation of services to be provided under the \$200 per client fee?(staffing, overhead) c. Are interpreter services fees the responsibility of the contractor?	a) Each vendor will be provided \$200.00 per month per case as long as the participant remains active in the caseload. b) The \$200.00 provided shall be used for agency staff time in the provision of case management services. c) Yes.																														
9	Section 3, 3.2.1 If more than one case management agency is in the same service area, how will NHES ensure equitable distribution of referrals for case	NHES will refer the individual to the most appropriate case management agency of that region. This will be based off the individual's assessment results as well as what the case management agency identifies as their specialty areas. If there are multiple case management agencies in that area with the same specialty areas they will be on a rolling referral list with the other agencies. NHES will be																														



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	manager services to clients with similar job barriers?	utilizing a tracking system to ensure this occurs.
10	Section 3 a. Please define the Supportive Services. b. Are the Supportive Services funds in addition to the \$200 fee?	a) Supportive services include, but are not limited to, transportation reimbursement, housing needs, childcare fees, car repair, work/office clothing etc. These will be outlined in detail during the contract period. b) Yes, this is a fee for service contract, each vendor will be provided \$200.00 per month per case as long as the participant remains active on the caseload.
11	Section 3, 3.2.4.1 “Cases will have access to supportive funds to decrease the barriers to employment .” a. Has the Department set aside funds that will be available to Case Managers? b. What is the maximum amount per case or does it vary on a case by case basis? c. How will the Department dispense these funds? Will the Case Manager be responsible to manage these funds?	a) The funds will be available to each case individually, not to each case manager. b) For those identified as high need, they will have a maximum limit of \$2000.00. For those identified as job ready, they will have a maximum limit of \$1000.00. Each category will have access to \$1000.00 for housing support separate from their supportive funds. Details of the usage of these funds will be provided when a case management provider reaches the contract stage. c) The case management agency will be responsible for tracking these funds and submitting invoices each month to the department in order for payment. These forms will be provided in the contract and training phase.
12	Section 7 Should the Cost Proposal be part of the Technical Proposal or separate?	This is a Fee For Service Contract, There is no Cost Proposal to be submitted with the Proposal.